

**CHAPLIN BOARD OF FINANCE**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**September 9, 2019**

Chairperson Dick Weingart called the meeting to order at 7:07 PM. Present were Board members Link Diwan, Cesar Beltran, Doug Dubitsky and Alternate Matt Foster. Unable to attend were Board members Jean Lambert and Marc Johnson; Alternate Linda Caron and Alternate Bill Jenkins.

**3. SEATING OF ALTERNATES:**

Alternate Matt Foster was seated for Board member Marc Johnson who could not attend tonight's meeting.

**4. FIRST AUDIENCE FOR CITIZENS:** None

**5. GUESTS:** None

**6. ADDITIONS OR CHANGES TO AGENDA:** None

**7. REPORTS:**

**a. Board Member Reports:**

**1) Selectmen's Monthly Meeting:** Not Held

**2) Financial Procedures Working Group:**

A meeting will be held on September 24<sup>th</sup> to review the procedures manual.

**3) Annual Report for FY 2018-19:**

The Annual Report was received from the Town Clerk. All reports are due by the end of September. Submissions of the Annual Report will be considered when reviewing budget requests.

**4) Audit for FY 2018-19**

The audit will begin on September 17<sup>th</sup>.

**b. Staff Reports:**

**1) Accountant: Review and accept monthly Financial Statements; identify questions for follow up:**

The Financial Statements were reviewed. The FY 2018-19 budget for the town of Chaplin finished with a \$213,655 surplus. Doug Dubitsky commented that Tax Collections were projected well.

***Motion to accept the Town of Chaplin FY 2018-19 Financial Statements, was made by Link Diwan, seconded by Cesar Beltran and carried unanimously.***

***Motion to accept the Town of Chaplin Financial Statements for July and August of FY 2019, was made by Cesar Beltran, seconded by Link Diwan and carried unanimously.***

**2) Tax Collector: Review and accept monthly Tax Collections report; identify questions for follow up:** No Report

**3) Assessor & Treasurer: No Report**

**8. APPROVAL OF MINUTES:**

**a. Regular Meeting – August 12, 2019:**

***Motion to approve the regular meeting minutes of August 12, 2019, was made by Cesar Beltran with the following corrections:***

**Item #4 should read** – The state made an error in a grant that needed to be redone with the help of the Accountant.

**Item #5a should read** – A request was submitted to the Board of Finance to transfer funds from the Contingency Fund to cover the added expense (\$5,280 base pay, does not include overtime). After considerable discussion, it was decided a transfer from the Contingency Fund is not necessary at this time. If there is a budget surplus in other accounts, funds could be transferred between accounts later in the year.

**Item #5d should read** – Public Works is over budget due to the following: TARM Overtime, Snow Removal, Engineering Tech Services (fee paid to NECCOG), Maintenance, Rental Equipment (to clean catch basins), Bus Fuel (offset by revenues), Safety Replacement Training (recommended by OSHA), OSHA Compliance (equipment recommended by OSHA), and Tree Removal.

**Item #6 should read** – Add to agenda as Item #5d, Over Expenditures for Public Works and Sanitation from last year.

**Item #16** – correct the time for adjournment to 9:58 PM.

***The motion was seconded by Link Diwan and carried with abstentions by Doug Dubitsky and Matt Foster.***

**9. CORRESPONDENCE:**

A letter was received from Superintendent Henrici regarding negotiations with the Chaplin Board of Education and the Chaplin Education Association. Link Diwan expressed concerns with the timing for the Board of Finance to meet with the Board of Education prior to the beginning of negotiations and will draft a letter with those concerns.

**10. OLD BUSINESS:**

**a. Review Board of Education (BOE/CES) FY 2018-19 budget status:**

The Board of Education/CES FY 2018-19 budget is projected to be \$24,523.63 (including \$30k additional allocation) under budget with no changes or adjustments anticipated.

**b. Review draft BOF Annual Activity Calendar:**

The Board reviewed the Annual Project List. Additions will include the following: starting and ending dates for the audit; and project item numbers with the list in order by date.

**c. Continue to identify requirements for Board of Finance policies/procedures and Member Handbook; consider responsibilities for development:**

Items identified to date include the following:

Annual Report procedures, Board Annual Activity Calendar, templates for forms (such as transfer requests), Audit RFP, Budget Workshops, Board Policies, Fund Balance and ByLaws with statutory references for elections and resources.

**d. Review draft BOF Bylaws:**

Dick Weingart presented a draft of the BOF Bylaws for review and will be discussed at the next meeting.

**e. Review summary of NECCOG EMS Study Committee Report:**

A summary was presented to the Board at the last meeting.

**11. NEW BUSINESS:**

**a. Consider and act on funds transfers and budget line additions/adjustments as requested:**

A request was received to establish a new line item under Public Works through NECCOG for an annual fee to support engineering services that they provide. Link suggested adding the item to NECCOG Memberships.

***Motion to transfer \$5,490.45 from the Contingency Fund for NECCOG Engineering Fee to #38104 Engineering/Tech Assistance DPW, was made by Cesar Beltran, seconded by Link Diwan and carried unanimously.***

**b. Consider and act on FY 2018-19 year-end closing entries:**

Funds were transferred from Acct 50150 Year End Transfers to the following that were over budget:

28000 Bldg/Grounds/Main	\$ 1,238.44
29000 Building Inspector	\$ 17.31
35000 Library	\$ 98.19
33000 Historic District Commission	\$ 8.74
35000 Treasurer	\$ 3.88
40500 Sanitation	\$ 7,854.71
38000 Public Works	\$ 279.59

Funds were transferred from Acct 31500 Employee Benefits to the following that was over budget:

38000 Public Works	<u>\$30,378.49</u>
Total	\$39,879.35

***Motion to approve the Revised Town of Chaplin Year-End Budget Adjustment Form for FY 2018-19 received on September 9, 2019 with account numbers corrected from previous meeting minutes, was made by Link Diwan, seconded by Cesar Beltran and carried unanimously.***

**c. Consider and act on Recommendation to Town Meeting to:**

- 1) Add Project #3300.12, Chaplin Elementary School flooring, to the FY 2019-20 Capital Improvement Plan**
- 2) Transfer the sum of \$12,900 from the General Fund Unallocated Fund Balance to the CIP Fund to fully fund project #3300.12, Chaplin Elementary School flooring:**  
***Motion to add Project #3300.12, Chaplin Elementary School flooring, to the FY 2019-20 Capital Improvement Plan and transfer the sum of \$12,900 from the General Fund Unallocated Fund Balance to the CIP Fund to fully fund project #3300.12, Chaplin Elementary School flooring, was made by Link Diwan, seconded by Cesar Beltran and carried unanimously.***

**d. Review draft BOF Town Agency Budget Management Policy:**

Will be reviewed at the next meeting.

e. **Other urgent business:** None

**12. CONTINUING BUSINESS:**

- a. **Review Board goals and policies for FY 2019-20**
  - 1) **Board Bylaws**
  - 2) **Board Policies**
    - a) **General Fund: Policy on Unreserved & Unassigned percentage of budget and other factors**
    - b) **CIP Fund: Policy on budget amount and new projects (when they can be added and cost documentation)**
    - c) **Revise BOF Agency Budget Management Policy**
    - d) **BOE Non-Lapsing Carryover Account: Review procedures to reflect change of Bank and G/F accounts**
  - 3) **Board Member Handbook**
- b. **Review Chaplin/Hampton Ambulance Corps contract and future cost projections: NECCOG Paramedic Study Comm.**

**13. SECOND AUDIENCE FOR CITIZENS:** None

**14. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:**

- a. Standard Regular meeting agenda

**15. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETINGS:**

- a. Monday, October 21, 2019: Regular Meeting @ 7pm (Town Hall)
- b. Monday, November 4, 2019: Regular Meeting @7pm (Town Hall)
- c. Monday, December 9, 2019: Regular Meeting @ 7pm (Town Hall)

**16. Adjourn:**

***Motion to adjourn (8:45 PM) was made by Cesar Beltran, seconded by Link Diwan and carried unanimously.***

***Respectfully submitted by Kathleen Scott  
Recording Clerk***